

WAUKESHA COUNTY MEMBER EVALUATION (ME) GUIDELINES

This cover sheet has information that the Waukesha County Awards Committee requires to be followed in order to participate in the ME process. Follow these guidelines in completing the attached form.

DO NOT ATTACH THIS SHEET TO YOUR FINISHED FORM!

INSTRUCTIONS:

-DO NOT ADD PAGES!!

-Members must have completed 5th grade to be eligible for participation in the ME process.

-You must use the most recently revised ME form. The correct form will be dated 2022 on each page.

-Forms must be computer printed. No handwritten forms will be accepted.

-ME forms must replicate the official ME form. For example, headings and boxes on computer-generated forms must be the same as the official printed form. Forms must be printed in either **11 or 12-point font size**.

-Remember that the appearance, accuracy, thoroughness and grammatical correctness of your ME form reflects on you. Let that reflection be a positive one. Your ME form should be a compilation of your total 4-H work – in other words include ALL years of your 4-H experiences, not just the current year.

-What you write should be clear to someone not familiar with 4-H activities. Pretend you are explaining 4-H to someone who has never heard of 4-H before.

SUBMITTING THE FORM:

-Your completed ME form and Record Book must be submitted to your club organizational leader. Contact your club organizational leader for your club's submission date.

-Submit **four (4) copies** of your ME form for the First Year ME Form interview. This is the first step in the awards process.

-Submit **six (6) copies** of your ME form for the interviews.

-Keep a copy of the ME form for your records and to bring with you to the interview.

ME Interviews will be held in September. You will receive notification of times available via email. Sign Up Genius will be used to schedule interview times.

SUGGESTIONS FOR COMPLETING YOUR MEMBER EVALUATION FORM

4-H awards and trips/experiences are based on evaluation of accomplishments and experiences in 4-H projects and activities. The Member Evaluation (ME) form will help you present this information to evaluators. The form allows for a concise statement of what you have accomplished during your total 4-H experience. You are restricted to the space available on this form. **Adding pages may disqualify you!**

Section I: 4-H Leadership

Leadership means taking responsibility for planning, arranging, conducting, teaching and evaluating programs. Section I deals with your 4-H leadership experiences that are not directly related to the projects or activities you will describe in Section II. You will have the opportunity to indicate specific leadership responsibilities in particular projects or activities in Section II. Try not to repeat.

In the space provided you may want to include:

- Major 4-H leadership accomplishments (awards, what you did, benefits to you and others)

- Leadership growth (what you learned, new information gained, what can you do with this new knowledge)
- Leadership roles assumed that have been most beneficial to you or others (officer, committee member or chair, youth leader)
- Teaching /motivating you have done (# of kids taught, planning, arranging)
- Leadership goals (what want to gain, do or learn)
- Future leadership plans (what want to do to accomplish goals, where do you go from here)
- List club, county state leadership responsibilities

Section II: 4-H Project or Activity Reports

Your four most important (two for the First Year form) 4-H projects or activities (other than leadership) may be described in this section. One page is available for each. **Don't add pages!!!** Include:

- Accomplishments and experiences: How has the size and scope (variety) grown; number of different techniques tried, things made, things grown; financial investment, savings, loss or gain; awards that indicate quality of work; appreciation of others, satisfaction
- Knowledge of project or activity: what have you learned; skills developed; new information gained
- Leadership roles taken in this project or activity (responsibilities, demonstrations, # of kids helped)
- Goals (what do you want to gain, learn, do); Plans (how do you want to accomplish your goals)

Section III: Other 4-H Activities Summary (Not previously reported)

Summarize other 4-H activities not written about. Separate community service activities (hi-way clean up, nursing home bingo, food pantry collections, etc.) from other activities (ice-skating, picnic, bowling, etc.). Indicate special leadership responsibilities, accomplishments and goals you've had in any specific activities.

Section IV: Non-4-H Activities Summary

Summarize those things you're involved in at school, church, community organizations, work, etc. Don't exceed the space given! Use words that people outside of your organization will understand. Indicate special leadership responsibilities, accomplishments and goals you've had in any specific activities.

Section V: Discussion Question Share your thoughts. There is no right or wrong answer. How do you plan to share your experiences with others?

Member ID# _____

Waukesha County 4-H Leaders' Association Member Evaluation (ME) Cover Form

This cover sheet will be given an Identification Number (ID #) which will be placed on it and on the member's ME form that is attached. Before the ME form is given to the evaluators, this cover sheet, with all the personal information it contains, will be removed.

This has two significant implications for you, the ME applicant:

1. Since our evaluators don't want to be swayed by any personal knowledge that they may have of the member whose form is being judged, this will help them remain unbiased.
2. The evaluators will not be able to fill in any items omitted by you that their personal knowledge would have provided.

For instance, if you forgot to write down that you worked at the 4-H food stand, no one will be able to fill that in for you.

Your ME form will have to stand on its own.

MEMBER INFORMATION

Name: _____

Male: _____ Female: _____

Home Address: _____

City: _____ Zip: _____

Phone Number: () -

E-Mail: _____ Parent E-Mail _____

Age: _____ Date of Birth (m/d/y): _____

School Attending: _____ Grade this Fall: _____

4-H Club: _____ Years in 4-H: _____

Parent/Guardian: _____

ME Form – Revised 2022

WAUKESHA COUNTY 4-H MEMBER EVALUATION

Revised 2022

Important: Report a specific activity only once. Determine the most appropriate place on the form to report it. Please type or print clearly. (11 or 12 point font only). Please maintain current formatting.

MEMBER INFORMATION

Member ID# _____ (To be assigned by the Awards committee)

Age _____ Date of Birth (m/d/y): _____ Number of Members in your club _____

School Grade this Fall: _____ Years in 4-H: _____

PROJECT LISTING:

Project: _____ Number of years carried: _____ Currently Enrolled: _____

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

4-H Awards/Trips

Enter the calendar year in which you received the award/trip.

	County Bronze Medal
	County Silver Medal
	County Gold Medal
	County Achievement Medal
	County Citizenship Medal
	County Leadership Medal
	Key Award
	Space Camp
	State Conference Delegate
	State Conference Ambassador
	State Conference Art Team/Drama Team
	State Conference Tech Team
	State Conference Press Team
	State Conference Showcase Singers
	American Spirit
	Citizenship Washington Focus
	National Congress
	National Conference

SECTION I: 4-H LEADERSHIP (Accomplishments, growth, roles, teaching, goals, plans.)

Please describe your leadership roles in detail. What worked/didn't work? What would you change if you did it again?

SECTION II: 4-H PROJECT OR ACTIVITY REPORTS

(Accomplishments, experiences, size, scope, knowledge, skills)

NAME OF PROJECT OR ACTIVITY:

LEADERSHIP AND/OR TEACHING RESPONSIBILITIES YOU'VE HAD IN THIS PROJECT OR ACTIVITY.

Accomplishments, Leadership responsibilities and Goals

Please describe in detail. What worked/didn't work? What would you change if you did it again?

SECTION II: 4-H PROJECT OR ACTIVITY REPORTS

(Accomplishments, experiences, size, scope, knowledge, skills)

NAME OF PROJECT OR ACTIVITY:

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Accomplishments, Leadership responsibilities and Goals

Please describe in detail. What worked/didn't work? What would you change if you did it again?

SECTION III: OTHER 4-H ACTIVITIES

(Activities not reported elsewhere in this report)

4-H Community Service Activities **Years:** **Total Time Spent (hours):**

Other 4-H Activities **Years:**

ACCOMPLISHMENTS, LEADERSHIP RESPONSIBILITIES AND GOALS YOU'VE HAD IN THESE 4-H ACTIVITIES.

SECTION IV: NON 4-H ACTIVITIES

(Community service, church, school, work, etc.)

Community Service Activities: _____ **Years:** _____ **Total Time Spent (hours):** _____

Other Activities: _____ **Years:** _____

ACCOMPLISHMENTS, LEADERSHIP RESPONSIBILITIES AND GOALS YOU'VE HAD IN THESE ACTIVITIES.

SECTION V: DISCUSSION QUESTION (limited to one page only)

How has 4-H impacted your life? Your career choices? Helped you in school? What life skills have you learned?

How do you plan to share your experiences with others?

Waukesha County 4-H ME Form - Areas of Interest

Name: _____ Date of Birth: _____

School Grade this fall: _____ Age as of January 1st of trip year: _____

VERY IMPORTANT

Please rank from 1 to 4 your preference of the following trips. (1 = most preferred; 4 = least preferred)

You can only be awarded a scholarship for one trip per year and your preference will be taken into account during the selection. If your age is less than 18, a parent or legal guardian MUST sign this form!

(For detailed descriptions and costs of these trips, refer to Wisconsin State 4-H website)

_____ **State Youth Conference – 10 Scholarships selected.**

Youth in 7th – 10th grade – may attend twice

UW Madison campus – late June

_____ **American Spirit Trip – 2 Scholarships selected.**

Youth in 8th – 10th grade - who have not attended.

Bus Trip to East Coast – late June -

_____ **Citizenship Washington Focus – 6 Scholarships selected.**

10th – 12th grade who have not attended; minimum age of 15 during participation.

Washington D.C. – One-week sessions running June, July, August

_____ **National 4-H Congress – Two Scholarships selected.**

Currently in 10th – 12th grade who have not attended and have a maximum age of 18 as of January 1st of the year attending the trip.

Atlanta, Georgia - 5 days, November (usually the Friday after Thanksgiving)

If you qualify and IF you are selected for one of the above scholarships, would you like to be nominated for the following State selected national trip?

National 4-H Conference – Two Waukesha County Nominees SUBMITTED to the STATE.

_____ YES 10th – 12th grade who have not attended and have a minimum age of 15 and maximum age of 18 as of January 1st of the year attending the trip. Washington D.C. – March or April

Note: This is only a nomination and not a confirmation of trip award! Our County may nominate two delegates. The state then selects only 8-10 delegates from the county nominations. Decision made by the State by mid-December. If you are selected for this trip by the state, you will not be allowed to use the scholarship offered for one of the above four trips. You may still attend one of the other trips at full cost. The Awards and Scholarship Committee will only select nominees from the list of those selected for one of the four above scholarships.

_____ NO I do not wish to be considered for National 4-H Congress.

Agreement:

If selected, I understand the opportunity available to me and I am prepared to fulfill the obligations and responsibilities as a representative of the Waukesha County 4-H program. I understand that I will be responsible for my portion of the cost of the trip (currently 40%) and I am required to register for the camp. I further understand that I will be required to share my experiences and what I have learned with other youth within the Waukesha County 4-H program. I also understand that I may only receive one trip award per year.

Member Signature: _____ Date: _____

Parent or Legal Guardian Name: _____ (print) Parent or Legal Guardian

Signature: _____ Date: _____

Description of 4-H Award Trips

State 4-H Youth Conference

This trip is for 4-H youth in 7th – 10th grade. It is a 4-day experience in Madison on the UW campus with over 400 youth from all over the state of Wisconsin.

American Spirit Trip

This trip is for 4-H youth in 8th – 10th grade. It is an 11 day bus trip to the East Coast including stops in Indiana Amish Country, Valley Forge, Philadelphia, New York, Boston, and Niagara Falls. A current passport is required for this trip.

Citizenship Washington Focus (CWF)

Over 200 Wisconsin 4-H youth in 10th – 12th grade travel to Washington D.C. by charter bus with 4-H delegates and chaperones from other counties throughout Wisconsin. Delegates will learn about government and their role in it during the weeklong program at the National 4-H Center in Washington D.C. Participants learn the importance of civic and social responsibilities as they relate to the development of better citizens and leaders. Delegates may tour the city's historical sites and learn about the responsibilities of their elected officials. The week consists of participatory workshops, speakers, committee work, field trips and social events. It is held June, July and August.

National Congress

A national educational event that brings 10th – 12th grade 4-H delegates from across the country together for an educational experience and celebration. Delegates participate in self-development seminars, tours and service projects while exchanging ideas with other youth. It is held in Atlanta, Georgia around November. Maximum age is 18 at time of event.

National 4-H Conference

A national citizenship experience that 4-H youth in 10th – 12th grade attend if nominated by the State. It is a working conference held at the National 4-H Center in Washington D.C. Delegates spend the majority of their time contributing to stimulating, task-oriented groups. Each participant selects an issue (education, promotion, environment, violence, etc.) and works with other youth from across the country to develop plans to help direct future 4-H programming. One day is spent touring Capitol Hill and meeting with the Senators and Congressmen. A select group may present a 4-H report to the President of the United States. The conference is held in March or April. Minimum age 15 and maximum age 18 as of January 1 of the program year.

You do not need to submit this page with your ME Form.

For more information on each trip:

<https://4h.extension.wisc.edu/opportunities/statewide-events-and-opportunities/>